

## QUESTIONNAIRE FOR DEPARTING PERSONNEL YOUR AGENCY

This questionnaire will help you provide your ethics counselor a full and accurate description of what you did during your Government service. It is vital because your Government activities will determine what restrictions, if any, will apply to you as a former employee. After receiving advice, if your employment circumstances change, consult your ethics counselor for an update. Please print legibly and spell out acronyms or abbreviations. Please deliver this questionnaire and schedule an appointment with an ethics counselor at YOUR AGENCY CONTACT INFORMATION .

### 1. CONTACT INFORMATION

a. Name: \_\_\_\_\_

b. Office Phone: \_\_\_\_\_

c. Office Address and Email: \_\_\_\_\_

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\_\_\_\_\_

d. Home/Mobile Phone: \_\_\_\_\_

e. Home Address and Email: \_\_\_\_\_

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\_\_\_\_\_

f. Agency/Service and Civilian/Military Grade: \_\_\_\_\_

g. Reason for Separation: RETIREMENT ☐ RESIGNATION ☐ OTHER ☐

h. Separation/Retirement Date: \_\_\_\_\_

i. If taking Terminal Leave, date you start leave: \_\_\_\_\_

j. If you request a written opinion, where do you want the opinion sent? OFFICE ☐ HOME ☐

2. PRIOR ETHICS ADVICE. If you received any ethics advice or opinion from another Government ethics counselor concerning your prospective employment, please provide the name, office, and telephone number of the ethics counselor? NONE ☐ or

\_\_\_\_\_

**Note:** There is neither an attorney-client relationship nor privilege created between you and the Ethics Counselor. Information provided on the form or to the Ethics Counselor is not confidential or privileged. Advice with respect to these matters is advisory only, and is provided in accordance with section 2635.107 of title 5, Code of Federal Regulations, and section 423 of title 41, United States Code (Procurement Integrity Act). The Ethics Counselor is providing this advice in an official capacity, acting on behalf of the United States, and not as your representative.

### 3. FINANCIAL DISCLOSURE

a. In the last 2 years, have you filed a Financial Disclosure Report?

No \_\_\_\_\_

Yes, OGE Form 450 \_\_\_\_\_

Yes, SF 278\* \_\_\_\_\_

If yes, list position(s) for which you filed: \_\_\_\_\_

\_\_\_\_\_

**\*If you file a SF 278, you must file a termination report no later than 30 days after separation.**

4. CONFLICTS OF INTEREST. In the last 2 years, have you taken any action to resolve a potential conflict of interest, including issuing a written disqualification, changing jobs, had your duties changed, or? YES ☐ NO ☐ If yes, provide details on separate page.

5. POSITIONS HELD AND MAJOR DUTIES. In what agencies or organizations have you served during your last 2 years of Government service? Provide dates (months and years). For each position attach your job description(s) or briefly describe your major duties during the last 2 years, focusing on duties relating to defense contracts, any aspect of the acquisition process, such as requirements development, acting as program manager, deputy program manager or contracting officer, or otherwise involved in the contracting process. Identify names of projects, programs, contractors and subcontractors. Use additional sheets if required.

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6. POSITIONS SOUGHT. With whom are you seeking employment?

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7. ACTIONS TAKEN. What actions have you taken concerning your future employment?

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8. FUTURE JOB DESCRIPTION. If you already have accepted a job, what is your proposed job title and description of duties? (You may attach a job description).

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a. DOD CONTRACTOR. Does your future employer have contracts with DoD? YES ☐ NO ☐

b. START DATE. When do you plan to start your new employment? \_\_\_\_\_

9. QUESTIONS RELATING TO PROCUREMENT INTEGRITY

a. Within the last year, did you have any of the following responsibilities on a contract over \$10,000,000.00:

(1) Program or Deputy Program Manager? YES ☐ NO ☐

(2) Administrative Contracting Officer? YES ☐ NO ☐

(3) Procuring contracting officer or source selection authority? YES ☐ NO ☐

(4) Member of a source selection evaluation board or other similar group? YES ☐ NO ☐

(5) Chief of a financial or technical evaluation team? YES ☐ NO ☐

b. Within the last year, did you personally make any of the following decisions valued over \$10,000,000.00 regarding a contractor:

(1) To award a contract, subcontract, modification of a contract or subcontract, task order, or delivery order? YES ☐ NO ☐

(2) To establish overhead or other rates? YES ☐ NO ☐

(3) To approve issuance of a contract payment? YES ☐ NO ☐

(4) To pay or settle a claim? YES ☐ NO ☐

c. If you answered "yes" to any of the questions above, identify the contract, subcontract, modification, delivery order, or task order, identify the contractor/subcontractor, and explain.

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d. For each yes answer above, list the date when you last had the responsibility or when you last made the decision for each contract/contractor.

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e. Have you participated or are you now participating in an on-going competitive procurement that has not yet been awarded? YES ☐ NO ☐

f. If the answer to the above is yes, do you intend to seek employment with one of the bidders or offerors? YES ☐ NO ☐

10. REQUEST. I request an ethics opinion based on the information in this Questionnaire and any continuation sheets. I certify the information to be true and correct to the best of my knowledge and belief.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Please forward this questionnaire to: Your agency contact information.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** PRIVACY ACT OF 1974 (5 U.S.C. 552(A)(7)), 41 U.S.C. 423, 5 C.F.R. 2635.602, AR 340-21.

**PURPOSE:** To enable ethics counselors to render advice to military and civilian employees leaving Government service.

**ROUTINE USE:** Information provided is not confidential. The information will be used for providing written ethics advice. It will be retained for six years and will be available to ethics counselors, finance personnel, and other appropriate personnel responsible for compliance with restrictions on former personnel.

**DISCLOSURE:** Voluntary. No criminal, civil or other penalties will follow from refusal to provide requested information. However, failure to fully disclose information requested could result in incomplete advice or the inability to provide written ethics advice pursuant to 41 U.S.C.423 or 5 C.F.R. 2635.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.